



Arlington Public Schools

Procurement Office
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

November 30, 2021

Via Email

Quill Corporation
Attn: Romi Moormeier
100 Shelter Road
Lincolnshire, IL 60069
bid@quill.com

Subject: Instructional Aids, Toys and Games 15-02FY17 – Contract Amendment No. 1

Dear Ms. Moormeier:

On November 30, 2021 the above cited Contract between your firm and Arlington Public Schools will expire. Attached is Amendment No. 1 to **renew the Contract for five (5) years at the existing prices or discounts**. The renewal shall be effective from **December 1, 2021 and shall remain valid through November 30, 2026**. This Amendment constitutes the **first of one (1) five (5)-year renewal option with no renewal options remaining**. All other terms and conditions shall remain unchanged.

Additionally, the **certificate of insurance** on file with Arlington Public Schools is expired. Please have your insurance provider send an updated copy to my attention via email at kimberly.young@apsva.us.

Sincerely,

Kimberly Young, CPPB
Senior Procurement Specialist

KY:ky

Enclosure



Arlington Public Schools

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Amendment No. 1

Subject: Instructional Aids, Toys and Games

Contractor:

Quill Corporation
Attn: Romi Moormeier
100 Shelter Road
Lincolnshire, IL 60069
bid@quill.com

Contract:

15-02FY17

By mutual agreement Contract No. 15-02FY17 is hereby renewed for five (5) years at existing prices or discounts. The renewal shall be effective from December 1, 2021, and shall remain valid through November 30, 2026. This Amendment constitutes the first of one (1) five (5)-year renewal option with no renewal options remaining. All other terms and conditions shall remain unchanged.

Arlington Public Schools

Authorized
Signature:

David J. Webb

David J. Webb, C.P.M.

Printed Name
and Title:

Procurement Director /
Procurement Agent

Date:

December 6, 2021

Quill Corporation

Authorized
Signature:

Karrie Szalkowski

Printed Name
and Title:

Karrie Szalkowski - Sales Operations Manager

Date:

12/2/2021